

FOLLOW UP FAQs TO 10-25-06 PREPROPOSAL CONFERENCE

RFP # DCJS 1-07

1. Funding available for the project using a federal Law Enforcement Terrorism Prevention Program (LETPP) 2005 grant, Grant #07-A5271HS05, is \$400,000.
2. The selected contractor will be responsible for entering the data into CASM. There are various ways they can accomplish this but that will be discussed either during negotiations with selected offerors or after award with the contractor.
3. The contract will be awarded to a single vendor although subcontracting is not discouraged.
4. Reference page 15, Appendix A, A (Technical Assessment), Section C, item I: We want coverage maps by frequency band.
5. The following sections are from chapter seven (7), Competitive Negotiation, of the Commonwealth's "Agency Procurement and Surplus Property Manual" (APSPM) that describe procedurally the "Best Value" process. If you want to access the entire chapter you can go to <http://dps.dgs.virginia.gov/dps/>, click on Manuals on the left side of the homepage and then select APSPM at the top of the page on the left.

(7.5 below is the section of Chapter 7 in the APSPM)

7.5 **Best Value Acquisition** (over \$50,000). The *Virginia Public Procurement Act (VPPA)* allows public bodies to consider best value concepts when procuring goods and nonprofessional services, but not construction or professional services. The criteria, factors, and basis for consideration of best value and the process for the consideration of best value shall be as stated in the procurement solicitation (*Code of Virginia, § 2.2 -4300 C*).

- a. Agencies and institutions may obtain required goods or nonprofessional services using best value concepts. A written determination for the use of Best Value Acquisition (BVA) is required when using Best Value Acquisition under Competitive Negotiation.
- b. Procurement Planning. A purpose statement must include that the solicitation is using best value procurement procedures. Describe Statement of Needs in general terms. Mandatory requirements are stated. Include Subjective/Objective evaluation criteria (see Annex 7-F for sample subjective/objective evaluation criteria).
- c. Pre-proposal Conference/Site Visit. A pre-proposal conference or a site visit may be held if necessary. Seek information from vendors concerning criteria. See 7.2 h. for further guidance.
- d. Evaluation Criteria. Criteria shall be stated in the solicitation. Unless otherwise stated, each criterion will be of the same importance. If criteria are not of the same importance, then include a statement at the end of the paragraph such as: Criteria are listed in the order of importance. Examples of criteria may be Technical Approach, Qualifications of Personnel, Resource Commitment, Past Performance, Risk and Incentives. If the value of the procurement is over \$100,000 see 7.2 j. ******7.2.j refers to the requirement to include the information that is**

incorporated as Attachment B in the proposal that has to do with Small, Women owned and Minority businesses.

- e. General and Special Terms & Conditions. Add General and Special Terms and Conditions to the solicitation or incorporate them by reference. The Announcement of Award clause must be included in the solicitation. See Section II, Special Terms and Conditions for Award Clause, 7-I.
- f. Select Rating and Scoring Method. Listed below are methods that can be used to score and evaluate proposals. Any method is acceptable.
 - 1) Adjectival
 - 2) Color
 - 3) Numerical

See Annex 7-F for examples of each rating and scoring method.

- g. Pricing Schedule/Scenario. Include how proposal prices are to be submitted. If lump sum pricing is not advantageous, use a pricing scenario to obtain prices for unknown quantities or hours. The pricing schedule should be tied to deliverables and must coincide with the method of payment stipulated in the solicitation.
- h. Attachments. An attachment such as a Contractor Data Sheet may be used.
- i. Sources may be solicited by mail, fax or electronically. Publicly post a copy of the solicitation on the DGS/DPS eVA web site www.eva.virginia.gov. VBO advertising is required. In addition to advertising in the VBO, BVAs over \$50,000 shall be advertised in a newspaper of general circulation in the area in which the contract is to be performed.
 - 1) Solicit at least six (6) sources, including a minimum of four (4) DMBE-certified small businesses, if available. The award may be made to other than the highest ranking offeror when the provision for such an award is included in the solicitation (Appendix B, Section II, 7. K). If fewer than the required number of sources are solicited, the reasons must be documented in writing and placed in the purchase file
 - 2) If set-aside for small business participation only, solicit a minimum of six (6) DMBE-certified small businesses. The award to other than the highest ranking offeror clause may not be used.
- j. Receipt. Best Value proposals must be received by the due date and time specified in the solicitation. Public openings of proposals are not required. If a public opening is held, the names of the individuals, or the names of firms submitting proposals in a timely manner, is the only information read aloud and made available to the offerors and general public (see 3.1e for further guidance on the receipt and opening of proposals).
- k. Evaluation. Use a Go/No-Go approach and eliminate those proposals that do not meet mandatory requirements. Evaluate vendor performance to determine responsibility. Check debarment records on the DPS eVA web-site, www.eva.state.va.us. Evaluation criteria, other than price, are evaluated first. After rating the technical proposals, pricing is then considered. Consider the overall benefits and costs to the agency. A sample evaluation sheet is provided in Annex 7-F. During the evaluation phase it may be determined that only one offeror is fully qualified, or that one offeror is

clearly more highly qualified than the others under consideration. A written determination shall be prepared and retained in the contract file to document the facts supporting the decision for selecting only one offeror and negotiating with that offeror.

1. Negotiation. Select points to be negotiated. Negotiations shall be conducted with two or more offerors deemed to be fully qualified and best suited among those submitting proposals, except as provided in 7.5 k. Document the results of negotiation in the procurement file.
- m. Award. The award will be made to the responsible Offeror(s) whose proposal, conforming to the solicitation, is the most advantageous and represents the Best Value to the Commonwealth, costs and other factors considered. An award may be made, in whole or in part, to a reasonably ranked DMBE-certified small business offeror that is other than the highest ranking offeror (see 3.10 f.). Prepare a written justification and place in contract file. Post a Notice of Award or Notice of Intent to Award in the manner prescribed in the solicitation as required in 3.18.

PIM 98-021

Annex 7-F
Best Value Criteria, Evaluation Methods & Scoring

PIM 98-016. 7-8-

Examples of Subjective/Objective Criteria:

Objective	Subjective
Certification/Qualifications	Appearance
Compatibility	Durability
Total Ownership Costs	Experience
E-Commerce	Facilities
Environmental Impact	Value
Material	Staff Qualifications
Performance	Past Performance
Resources	Technical Approach
Size	Testing
Response Time	Quality Assurance
Past Performance	User Friendly
Warranty	* Incentives
* Risk (High, Medium, Low)	* Risk (High, Medium, Low)

* Definitions below.

Definition of Risk:

High – Offeror’s proposal approach is likely to cause significant disruption of schedule, increase in cost or degradation of performance and will require a high level of contractor emphasis and government monitoring to overcome difficulties.

Medium – Offeror’s proposal approach is likely to cause a moderate disruption of schedule, increase in cost, or degradation of performance and will require a medium level of contractor emphasis and government monitoring to overcome difficulties.

Low – Offeror’s proposal approach is likely to cause minimal or no disruption of schedule, increase in cost, or degradation of performance and will require a low level of contractor emphasis and government monitoring to overcome difficulties.

Definition of Incentives: Incentives are designed to motivate vendors to surpass specific requirements of the solicitation while discouraging inefficiency and waste. The offerors proposal should include additional benefits or rewards to the entity to encourage acceptance of their proposal. (Examples of incentives may include additional warranties, rebates or royalties, gifts-in-kind, recycling services, training, and advertising.)

Examples of Best Value Rating Methods:

1) **Adjectival** – Adjectives such as exceptional, acceptable, marginal, and unacceptable are used to indicate the degree to which the proposals have met the evaluation criteria (price is not scored).

Adjectival Rating Method (Example)

Rating	Description
Exceptional	Proposal exceeds requirements and demonstrates an exceptional understanding of goals and objectives of the procurement. One or more major strengths exist. No significant weaknesses exist.
Acceptable	Offeror’s proposal demonstrates an acceptable understanding of goals and objectives of the procurement. There may be strengths and weaknesses, however strengths outweigh the weaknesses.
Marginal	Offeror’s proposal demonstrates a fair understanding of the goals and objectives of the procurement. Weaknesses have been found that out balance any strengths that exists. Weaknesses will be difficult to correct.
Unacceptable	Offeror’s proposal fails to meet an understanding of the goals and objectives of the procurement. The proposal has one or more significant weaknesses that will be very difficult to correct or are not correctable.

2) **Color Rating Method** - Use colors such as Blue, Green, Yellow or Red to indicate the degree to which the proposals have met the evaluation criteria (price is not scored).

Color Rating Method (Example)

Color	Description
Blue	Offeror’s proposal exceeds requirements and demonstrates an exceptional understanding of goals and objectives of the procurement. One or more major strengths exist. No significant weaknesses exist.
Green	Offeror’s proposal demonstrates an acceptable understanding of goals and objectives of the procurement. There may be strengths and weaknesses. Strengths outnumber any weaknesses that exit.
Yellow	Offeror’s proposal demonstrates a fair understanding of the goals and objectives of the

	procurement. Weaknesses have been found that outnumber any strengths that exist. Weaknesses will be difficult to correct.
Red	Offeror's proposal demonstrates an unacceptable understanding of the goals and objectives of the procurement. The proposal has one or more significant weaknesses that will be very difficult to correct or are not correctable.

3) **Numerical Rating Method** - Apply a numerical weight to each criteria. Choose a point value and assign each criteria a percentage of the total points (price is not scored).

Numerical Rating Method (Example)

Range	Description
91 – 100	Offeror's proposal exceeds requirements and demonstrates an exceptional understanding of goals and objectives of the procurement. One or more major strengths exist. No significant weaknesses exist.
75 – 90	Offeror's proposal demonstrates an acceptable understanding of goals and objectives of the procurement. There may be strengths and weaknesses. Strengths outnumber any weaknesses that exist.
55 – 74	Offeror's proposal demonstrates a fair understanding of the goals and objectives of the procurement. Weaknesses have been found that outnumber any strengths that exist. Weaknesses will be difficult to correct.
< 55	Offeror's proposal demonstrates an unacceptable understanding of the goals and objectives of the procurement. The proposal has one or more significant weaknesses that will be very difficult to correct or are not correctable.

Evaluation Sheet (Example Only)

EVALUATION CRITERIA	Vendor 1	Vendor 2	Vendor 3	Vendor 4
Technical/Management				
1. Technical & Organizational Approach				
2. Qualifications of Personnel				
3. Resource Commitment				
4. Past Performance				
Overall Proposal Rating				
Overall Cost to Agency				
Overall Best Value Selection				